

# ***FORTUNE BUSINESS CENTRE***

*44, Rafi Ahmed Kidwai Road, Kolkata – 700016,*

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8th May 2025

Secretary,  
Eastern India Regional Council (EIRC), ICAL, Bhawan,  
7, Anandilal Poddar Sarani (Russell Street),  
Kolkata 700107

Respected Sir,

Sub: Position available for whole time Junior Accountant cum Front Desk Executive

Position: Junior Accountant cum Front Desk Executive

Location: Fortune Business Centre, Park Street Area, Kolkata

Type: Full-time

Salary: CTC ₹1.4 lakhs – ₹2.10 lakhs per annum

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Job Responsibilities:

- Maintain daily accounts, bills, and expense entries
- Manage sales and purchase records using Tally/Excel
- Reconcile bank statements and cash books
- Greet and assist visitors and customers
- Handle incoming calls and WhatsApp/business inquiries
- Maintain basic records of walk-ins and appointments
- Organize the front desk and provide general admin support
- Ensure professionalism, honesty, and attention to detail

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Requirements:

- Good communication skills in English, Hindi, and Bengali
- Basic computer skills (Excel, WhatsApp, email)
- Presentable and customer-friendly personality
- Prior experience preferred, but freshers with the right attitude may apply

To Apply:

Call/WhatsApp: 9836300240

Email: pranaysharma.fbc@gmail.com

Immediate joiners preferred.